



INTERNATIONAL TRAINING INSTITUTE

"Investing in Quality and Affordable Education for your Future"

KIMBE CAMPUS



Full-Time Course Information

Established in 1999

SEMESTER: March Intake August Intake

CERTIFICATE COURSES IN BUSINESS AND COMPUTING

Certificate in Accounting (CIA)	Certificate in HR Management (CHRM)	Certificate in Computing (CIC)
<p><u>Program Structure</u> Certificate in Accounting requires completion of 5 units successfully.</p> <p><u>Code</u> <u>Unit Name</u> 1002 Business Communication 1003 Microsoft Office Training 1009 Business Administration 1012 Basic Accounting 1014 Business Maths</p> <p>After successful completion of CIA, students can enroll for Diploma in Accounting.</p>	<p><u>Program Structure</u> The Certificate in Human Resource Management requires completion of 5 units successfully.</p> <p><u>Code</u> <u>Unit Name</u> 1002 Business Communication 1003 Microsoft Office Training 1011 Organizational Behaviour 1012 Basic Accounting 1015 Principles of HR Management</p> <p>After successful completion of CHRM, students can enroll for Diploma in HR Management.</p>	<p><u>Program Structure</u> The Certificate in Computing requires completion of 5 units successfully.</p> <p><u>Code</u> <u>Unit Name</u> 1008 Introduction to Programming 1005 Database Development 1004 Introduction to Computing 1003 Microsoft Office Training 1002 Business Communication</p> <p>After successful completion of CIC, students can articulate into a variety of Computing Diplomas.</p>
Diploma in Accounting (DACC)	Diploma in HR Management (DHRM)	Diploma in Information Technology (DIT)
<p><u>Program Structure</u> Diploma in Accounting requires completion of 10 units successfully.</p> <p>SEMESTER ONE</p> <p><u>Code</u> <u>Unit Name</u> 2041 Business Writing 2042 Office Application 2011 Business Law 1001 Accounting I 2012 Cost and Budgeting 1</p> <p>SEMESTER TWO</p> <p><u>Code</u> <u>Unit Name</u> 2013 Auditing 2014 Taxation 2048 Cost and Budgeting 2 2010 Accounting 2 2049 Financial Reporting</p>	<p><u>Program Structure</u> The Diploma in Human Resource Management requires completion of 10 units successfully.</p> <p>SEMESTER ONE</p> <p><u>Code</u> <u>Unit Name</u> 2041 Business Writing 2042 Office Application 2034 Human Resource Law in PNG 1001 Accounting I 2027 Introduction to Psychology</p> <p>SEMESTER TWO</p> <p><u>Code</u> <u>Unit Name</u> 2032 Leading and Managing People 2033 Strategic Human Resource Mngt 2035 Contemporary Issues in HRM 2036 International Human Resource Management 2037 Human Resource Development</p>	<p><u>Program Structure</u> Diploma in Information Technology requires completion of 10 units successfully.</p> <p>SEMESTER ONE</p> <p><u>Code</u> <u>Unit Name</u> 2003 System Analysis and Design 2050 Data Management (MySQL) 4003 Professional Practice 4004 Object Oriented Systems Development 4009 Data Structures and Algorithm</p> <p>SEMESTER TWO</p> <p><u>Code</u> <u>Unit Name</u> 2051 Object Oriented Programming 2053 Computer Communications 4007 Computer Organisation 4008 System Principle 4010 Webpage Design</p>

Successful Ex-ITI Student Testimony

“Comprehensive curriculum I learnt from ITI is competent and it equipped me with the knowledge and essential skills in HR, Financial Management, Organizational Behaviour and Strategic Planning.”

DELOSI KUSO

HR Advisor - TWM Group

Diploma in Accounting

Diploma in HR Management



ENTRY REQUIREMENTS

CERTIFICATE COURSES

> Successful completion of Gr.10 with PASSES in English and Maths.

DIPLOMA COURSES

> Successful completion of Certificate Courses from ITI or recognized Institutions.

> Successful completion of Gr.12 with “**C**” or above in English and “**D**” grade or above in Maths eligible for Business Courses.

> Successful completion of Grade 12 with achievement of “**C**” or above in English and Mathematics are eligible for DIT Courses.

> “**D**” in Mathematics and must pass ITI entry test to qualify for DIT Course only.

> “**D**” in English and must pass ITI entry test to qualify for any Diploma Courses.

> Adults with relevant work experience over 5 years with reference letter from the employer is required.

ADVANCED DIPLOMA IN ACCOUNTING

> Successful completion of Diploma in Accounting Course from ITI or recognized Institutions. Can continue to ITI POM, Lae, Goroka and Alotau Campuses.

COURSE FEES

CERTIFICATE COURSES (17 Weeks)

K4,300

K1,200 on registration followed by approved installments.

DIPLOMA COURSES (34 Weeks)

K10,000

K1,500 on registration followed by approved installments.

DEFERRAL OF COURSES

K200

Additional fee applied to students who already paid their course fees & wish to defer studies to following semester.

UPGRADE FEE (Certificate/Diploma)

A Compulsory Fee that applies to upgrade Failed unit (Subject).

K750 - Per Subject

CAREER PATHWAYS for ITI Diploma Graduates **THROUGH ITI’S OVERSEAS CORRESPONDENCE**

After successfully obtaining ITI Diploma, students can apply to study Undergraduated Courses at Australian Universities with subjects exemption.

- > James Cook University - Brisbane, Australia
- > University of Southern Queensland - Australia



ITI MEMBERSHIP ASSOCIATIONS

■ PNG Human Resource Institute (PNGHRI)

ITI has arrangement with PNGHRI under which ITI students graduating in Diploma in Human Resource automatically become student members of Papua New Guinea Human Resource Institute.


■ Certified Practising Accountants of Papua New Guinea (CPA PNG)

ITI has established the pathway arrangement with CPA PNG. After completing Advanced Diploma in Accounting, students from ITI will be qualified for Certified Accounting Technician member of the CPA PNG.


WHY STUDY AT INTERNATIONAL TRAINING INSTITUTE


- > Fully maintained and well designed computer laboratories.
- > Business Courses offered on Distance Education mode.
- > Library holding reasonable volumes of higher learning material specific for research on the programs ITI offer.
- > Students have access to online library (E-Library).
- > Air conditioned seminar rooms and computer laboratory.
- > Special Corporate Training Facilities.
- > Special Corporate Training Courses in Business, IT and HR Management.

ITI KIMBE CAMPUS


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Kimbe, WNB

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 7484 8828 | 7838 5103

 7484 8828

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APPLICATION FORM

Full-Time on Campus



Please write clearly in bold letters
 COMPLETE ALL SECTIONS TO AVOID DELAYS IN PROCESSING
 OF OFFER LETTERS (Put a **Tick** in the appropriate boxes)

1. Personal Details	2. Contact Details
Title: <input type="radio"/> Mr <input type="radio"/> Mrs <input type="radio"/> Miss <input type="radio"/> Other	Address in PNG or Overseas (if known)
Given Name:	
Surname:	
Preferred Name in full:	
Birth date: ___/___/___ Place of birth:	Place you reside:
Gender: <input type="radio"/> Male <input type="radio"/> Female	Home / Work Telephone:
Home Province: Village:	Facsimile:
District: Ward: LLG:	Mobile:
Nationality:	Email (if available):

3. Education Detail (Secondary Education-highest level achieved)	4. Tertiary and further Education (Institution)
Name of qualification (Year 10 / 12, 'A' Levels):	Name of qualification:
School Attended:	
Completed: <input type="radio"/> Yes <input type="radio"/> No	Institute attended:
Year Completed:	
Country / Province / City / Town:	Country / Province / City / Town:
5. Employment	Completed: <input type="radio"/> Yes <input type="radio"/> No Year Completed:
Company: Position:	<i>Please attach certified copies of all certificates and academic transcripts or mark sheets (originals will only be used for sighting).</i>
<i>If you believe you have relevant employment experience, please attach relevant details.</i>	

6. Campus Location / Course Selection / Semester

Location: Kimbe Campus (Morokea Town KIMBE, West New Britain Province)

Please complete the relevant section for each program / course and the semester of commencement.

BUSINESS AND IT COURSES	Commencement Year / Semester Preferred		
<input type="radio"/> Certificate in Accounting	Year: 20_____	Month: <input type="radio"/> March <input type="radio"/> August	
<input type="radio"/> Certificate in Human Resource Management	Year: 20_____	Month: <input type="radio"/> March <input type="radio"/> August	
<input type="radio"/> Certificate in Computing	Year: 20_____	Month: <input type="radio"/> March <input type="radio"/> August	
<input type="radio"/> Diploma in Human Resource Management	Year: 20_____	Month: <input type="radio"/> March <input type="radio"/> August	
<input type="radio"/> Diploma in Accounting	Year: 20_____	Month: <input type="radio"/> March <input type="radio"/> August	
<input type="radio"/> Diploma in Information Technology	Year: 20_____	Month: <input type="radio"/> March <input type="radio"/> August	

7. Do you wish to apply for Exemption / Credits? Yes No

If yes, please refer to separate exemption application form. Application for exemption is only considered once you have provided certified official subject outlines transcripts or results for the subject you are intending to apply.

"NO FEES Charged on this ITI Form"

